

APPENDIX D

APPLICATION INSTRUCTIONS AND FORMAT FOR CDBG PUBLIC FACILITY PROJECTS

A. GENERAL INSTRUCTIONS

1. Applicants must submit all the CDBG application information that is requested in the following three documents:

- (1) the ***Uniform Application for Montana Public Facility Projects, Fifth Edition***; and
- (2) the ***CDBG Application Guidelines for Public Facilities Projects*** for May, 2007; and

(3) **EITHER:**

- ☐ a ***Preliminary Engineering Report (PER)*** -- as described on pages 45-55 of the *Uniform Application for Montana Public Facility Projects, Fifth Edition, October 2005* -- **for water, wastewater or solid waste projects**;

OR:

- ☐ a ***Preliminary Architectural Report (PAR)*** for New Construction or Rehabilitation of Existing Buildings (Excluding Single Family Residences) -- as described in *Appendix S* -- **for public facilities projects other than water, wastewater, or solid waste.**

2. **Application instructions** are given in detail in *Chapter V* of these application guidelines and in Appendix D. The required **application format** is described in *Section B*, below.

3. **In order to simplify the preparation of CDBG applications, the CDBG application materials are available on computer disk and CD.** The CDBG application materials are formatted in Microsoft Word for Windows.

4. ***Uniform Application for Montana Public Facility Projects.*** In order to make the process of applying to infrastructure financing programs simpler and more efficient for communities, various state and federal agencies have worked together to develop a **common application forms and common requirements**. The common application form, along with a Preliminary Engineering Report outline and the Environmental Checklist, are in a publication entitled ***The Uniform Application for Montana Public Facility Projects*** (Fifth Edition, October, 2005). The Uniform Application materials can be used to apply to:

- CDBG and the Treasure State Endowment (TSEP) program -- both are administered by MDOC;
- the Department of Natural Resources and Conservation Renewable Resource Grant and Loan (RRGL) program;
- the Department of Environmental Quality State Revolving Loan Fund (SRF) programs (drinking water and wastewater);
- the Montana Board of Investments INTERCAP program; and
- the U.S. Department of Agriculture Rural Development program.

The ***Uniform Application for Montana Public Facility Projects*** may be obtained from MDOC by request -- or it can be downloaded from the Water, Wastewater and Solid Waste Action Coordinating (W₂ASACT) website: <http://dnrc.mt.gov/cardd/ResDevBureau/uniform.asp>

5. **For public facility projects** other than **water, wastewater, or solid waste**, there is a requirement for a *Preliminary Architectural Report (PAR)* for new construction or rehabilitation of existing buildings. The PAR outline and requirements are in *Appendix S* of these application guidelines and can be requested from CDBG or they can be downloaded from: http://comdev.mt.gov/CDD_CDBG_PF.asp
6. **CDBG applicants must provide a narrative in response to all of the questions in each of the seven CDBG Public Facilities ranking criteria -- as listed in Chapter V of these application guidelines.** To provide a complete response to each of the seven ranking criteria, you must address all of the application ranking issues questions and all of the requirements listed for each ranking criterion in Chapter V.

DIRECTIONS FOR APPLICANTS:

The MDOC CDBG staff will consider each of the APPLICATION RANKING ISSUES and REQUIREMENTS (as listed in Chapter V for each ranking criterion) in scoring an applicant's responses to each of the SEVEN RANKING CRITERIA.

- **Applicants should make sure that their narrative response to each ranking criterion thoroughly addresses each question and each application ranking issue.**
 - The applicant can **either**: (a) respond "point by point" to the application ranking issues (this way can better assure that you address each and every issue) -- **or** (b) provide a consolidated, overall response to the ranking criterion that addresses each of the issues -- **or** (c) clearly reference other sections of the application where the application ranking issue has already been addressed.
 - In addition to providing a reference, you should include a statement that describes the relationship of what is being referenced to the ranking issue or special requirement. For example, you could state, as a response to a ranking criterion or special requirement, "See page 20, paragraph a. of our Uniform Application for a discussion of alternatives".
 - In addition, for ease of reference, applicants should provide any appropriate documentation or pertinent exhibits immediately following their responses to the APPLICATION RANKING ISSUES, rather than appending them to the end of the overall application.
7. Applicants should review the guidance contained in "Suggestions for Writing Successful CDBG Applications" found in *Appendix E*.
 8. Applications should be submitted on standard 8 ½ x 11-inch paper, with maps and large sheets folded to an 8 ½ x 11-inch size. Pages should be numbered consecutively.
 9. **Exhibits** (documents with any relevant data/information included as evidence related to a specific application question asked by CDBG or a ranking issue identified by CDBG) -- should **be placed in the application at the end of the narrative response to each criterion** (rather than at the end of the application).
 10. **Exhibits should be as focused and as responsive as possible.** All exhibits provided by the applicants should **directly and specifically relate to the application narrative or requirements. Other general supporting documents** should be placed **in an appendix at the end of the application.** General supporting documents include items such as maps, the Resolution to Authorize Application, or the Certifications for Application. Supporting documentation should be listed in the Table of Contents.
 11. **Identify the source of supporting data presented in exhibits.** For example: If local research

was conducted to support the application, such as a needs assessment survey, include the survey report, identify when it was done and by whom, and other information that provides background for the needs assessment.

Or -- if your evidence is an income survey -- the survey methodology must be described and a copy of the survey form with a composite summary of all responses submitted with the application.

12. All original documentation must be retained by the applicant and made available for review in the event that the application is tentatively selected for funding. The lack of adequate documentation to substantiate representations made in the application will be considered sufficient grounds for the Department to re-rank an application, and, if necessary, to withdraw a tentative grant award.
13. Applications should be bound along the left-hand margin. Tabs on the right side of the applications should be used to mark sections.

B. APPLICATION FORMAT REQUIREMENTS

1. The CDBG application should be organized according to the following outline:

- a. **TABLE OF CONTENTS**
- b. **CHECKLISTS for General Requirements (F) and Special Requirements (G).**
(Include completed Appendices F and G of these application guidelines.)
- c. **UNIFORM APPLICATION FORM** (i.e., the *Uniform Application for Montana Public Facility Projects*, Fifth Edition, October 2005)
- d. **APPLICANT'S NARRATIVE RESPONSES** to the Applicable Requirements and to the Application Ranking Issues for each of the 7 CDBG Ranking Criteria (as presented in Chapter V) -- **AND EXHIBITS RELATED TO EACH RANKING CRITERION.** (Any documentation or exhibits related to your responses to a given ranking criterion should be placed in the application immediately following your narrative responses to that criterion.)
- e. **APPENDICES.** The following must be included as Appendices at the end of the application (unless not applicable to the project being proposed):
 1. **Resolution to Authorize Application** -- See *Appendix O* for a copy of a sample Resolution to Authorize Application and instructions.
 2. **Formation of District Documentation** -- County water, sewer, and solid waste districts must submit documentation substantiating that the District has been legally created. At a minimum, the District must submit a copy of the county resolution creating the District and a certificate of incorporation from the Montana Secretary of State.
 3. **Maps** -- Each applicant must include a legible map showing the boundaries of the proposed project area and the locations of all proposed project activities, such as land to be acquired or public facilities to be constructed or improved. (See *Appendix P* for a discussion of the Map requirements.)

4. **Certifications for Application** The major federal requirements that apply to CDBG projects are set out in the CDBG Certifications for Application found in *Appendix Q*.
5. **Appendix N -- if applicable. Applications for Assistance to Non-profit or For-Profit Entities and Other Public Entities** (such as water and sewer districts, housing authorities, Head Start programs, Area Agencies on Aging, special improvement districts, tribal public facility authorities, etc.) **must include a completed Appendix N**, with all the information required by *Appendix N*.
6. **Program Income Requirements -- if applicable** -- See *Appendix R*.
7. **Other Supporting Documentation Not Related to a Specific Ranking Criterion**. Each applicant should identify the source of supporting data for any statements made in the application and include all relevant documents. For example, if local research (e.g., a survey) was conducted to support the application, the survey methodology must be described and a copy of the survey form with a composite summary of all responses submitted with the application. The applicant must retain all original documentation.

C. Guidance regarding the *Uniform Application for Montana Public Facility Projects*

- a. Each applicant must provide a completed copy of the *Uniform Application for Montana Public Facility Projects* as part of their CDBG application.

It is important to carefully complete the Uniform Application and **to pay particular to the Financial Information section (Section C)**. This is because the information applicants provided in Section C of the Uniform Application form will be used to evaluate the financial need of the applicant. Section C's information will also be used in the financial analysis that is used in making a recommendation for the amount of funds, if any, to be awarded to each applicant.

- b. **Applicants applying for public facility projects other than water, wastewater or solid waste projects** must complete **only** Sections A, B, and C (pages 31-36) of the *Uniform Application*.

In addition, these applicants must complete the ***Preliminary Architectural Report (PAR) for New Construction or Rehabilitation of Existing Buildings (Appendix S)*** and/or the ***Preliminary Engineering Report (PER)***, as applicable.

- c. As stated above, **Applicants should pay particular attention to careful completion of Section C** (Financial Information) of the *Uniform Application*.
- d. In addition to the instructions given in the *Uniform Application* (see pages 15-23), CDBG offers the following guidance concerning completion of Section C:

Section C-2 of the Uniform Application -- Proposed Funding Sources:

- o CDBG applicants must request a specific amount of CDBG financial assistance.
- o Applicants should request only the minimum amount of CDBG funding necessary

- to complete the proposed project, in combination with funds from other sources.
- List loans and grants from the same funding source separately. Refer to the instructions on pages 15 and 16 and the example on page 17 of the *Uniform Application for Montana Public Facility Projects*.
- Applicants should request only the minimum amount of CDBG funding necessary to complete the proposed project, in combination with funds from other sources.
- List loans and grants from the same funding source separately. Refer to the instructions on pages 15 and 16 and the example on page 17 of the *Uniform Application for Montana Public Facility Projects*.

Section C-3 -- Funding Strategy Narrative

- Applicants for CDBG grant assistance must provide evidence and documentation to substantiate the claims:
 - that the proposed infrastructure project cannot reasonably be accomplished without a CDBG grant; and
 - that other private or public (e.g., local, state, or federal) resources are insufficient or unavailable to finance the proposed project at a reasonably affordable cost.
- The applicant should describe and document the availability or commitment of all other resources that are to be used to fund the proposed CDBG project. The degree to which non-CDBG resources are committed to the project may affect the number of points received in the scoring of the proposed project.
- The narrative should address and discuss all relevant and possible funding sources.
- If a possible funding source was deemed inappropriate or not available, this should be described and explained.
- The applicant should describe contingent funding scenarios in the event that proposed funding sources, such as competitive grants, are not awarded.
- In documenting a public sector funding resource, the funding agency should verify the applicant's eligibility for the funds and describe the likelihood of receiving funding. Where a local government will provide funds, the commitment should be documented by a formal resolution by the governing body that specifies the approximate amount of the commitment.
- In documenting a private sector funding resource, such as an applicant's proposal to issue municipal revenue bonds, the applicant should provide a letter from a bond counsel describing the applicant's eligibility to use the proposed financial instrument and the reasonable expectation of receiving funding through this means. The applicant should also provide a formal resolution by the governing body that indicates the applicant's intent to issue the bonds.
- The amount of CDBG assistance ultimately recommended by staff to the MDOC Director may differ from that originally requested by the applicant based on the review of the application.
- CDBG staff will not recommend funding for projects which it determines to be financially or technically infeasible or not a cost-effective use of scarce CDBG funds.

Section C-4 -- Project Budget Form

- The proposed funding package must be sufficient to complete the proposed activities within a reasonable time period. Projects must be able to be completed

within two years of the date of announcement of grant award.

- Up to ten percent of a CDBG Public Facilities grant may be used for administrative costs. Administrative expenses must be explained and justified. Some administrative expenses are essentially fixed and are not proportionate to the total cost of a project.
- Communities thinking about making relatively small requests to CDBG (under \$100,000) may find that the maximum administrative budget allowed may not be sufficient to cover all administrative costs. A community considering a relatively small grant request should consider whether the proposed project would result in questionably high administrative costs relative to the actual project cost. In these circumstances, applicants are encouraged to contact the CDBG staff to discuss their proposed project prior to submittal of the application.
- Under no circumstances are costs that have been incurred prior to the effective date of a CDBG contract (such as fees for preparing community surveys or needs assessments, or the costs associated with construction activities) eligible for reimbursement. However, reasonable expenses associated with attending CDBG project administration training will be eligible for reimbursement, even if incurred prior to the effective date of a contract.

D. DEADLINE FOR SUBMISSION OF THE APPLICATION AND NUMBER OF COPIES

SEVEN (7) copies of the CDBG application and attachments -- plus one copy of the application on computer disk or CD -- are to be delivered OR postmarked on or before:

Friday, May 25, 2007

for the FFY 2008 CDBG Public Facilities grant competition

Copies of applications for CDBG funding and all attachments must be submitted to:

**Community Development Block Grant Program
Community Development Division
Montana Department of Commerce
301 South Park Ave.
PO Box 200523
Helena, MT 59620-0523**